# Staff Acceptable Use Policy

This agreement covers the use of digital technologies in [name of setting] including email, internet, shared network drives, network resources, all software, electronic equipment and all systems.

* I will only use [name of setting]’s digital technology resources and systems for professional purposes
* I will not reveal my password(s) to anyone
* I will follow ‘best practice’ advice in the creation and use of my password(s). If my password is compromised, I will ensure I change it
* I will not use anyone else’s password, nor seek to discover it. If a colleague does reveal it to me, I will advise them to change it
* I will not allow unauthorised individuals to access any of [name of setting]’s systems
* I will ensure all documents and digital resources are saved, accessed and deleted in accordance with the [name of setting]’s network and data security and confidentiality protocols
* I will not engage in any online activity that compromises my professional responsibilities, code of conduct or professional boundaries
* My personal online communication tools, including mobile phones, will not be used with service users and I will not communicate or ‘befriend’ any service user using these methods, even if they have recently left or no longer use the service
* I will use only the approved email system for all email communication related to work at [name of setting]
* I will not browse, download or send material that could be considered offensive to colleagues or others
* I will report any accidental access to, or receipt of, inappropriate materials or filtering breach to [name of Designated Safeguarding Lead or e-Safety Lead]
* I will not download any software or resources that can compromise the network, that breach a user’s copyright, or are not correctly licenced
* I will not publish or distribute work that is protected by copyright
* I will not connect a computer, laptop, notebook or other electronic device (including USB flash drive) to the network that does not have up-to-date anti-virus software
* I will not use personal digital cameras or camera phones for taking and transferring images of children/young people or staff/volunteers without written permission, and will use those images only for their intended purpose
* I will ensure that any personal social networking sites/blogs, Twitter, Instagram accounts, etc., that I create or actively contribute to are separate from my professional role
  + It is my responsibility to ensure that my use of social networking sites/blogs, etc., does not compromise my professional role, and will ensure my privacy settings are appropriate
* Any computer, laptop or electronic device loaned to me by [name of setting] is provided solely for professional use
* I will access [name of setting]’s resources remotely (such as from home) only through approved methods and follow e-security protocols to access and interact with those resources
* Any confidential data that I transport from one location to another will be protected by encryption
* I will follow [name of setting]’s data security protocols when using confidential data at any location
* Any information seen by me with regard to service users held within [name of setting] will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority, e.g. Children’s Social Care and/or the police
* It is my duty to support a whole organisation safeguarding approach and I will alert the [name of setting]’s named child protection officer/relevant senior member of staff if the behaviour of any service user or member of staff/volunteer may be inappropriate or a cause for concern
* It is my responsibility to ensure that I remain up-to-date, read and understand the [name of setting]’s most recent online safety policies
* I understand that all internet/network usage can be logged and this information can be made available to my line manager on request
* I understand that failure to comply with any aspect of this agreement could lead to disciplinary action

I agree to abide by this Acceptable Use Policy at all times

I wish to have a network account; an email account; and be connected to all systems that are relevant to my post at [name of setting]

Full name (printed)

Job title

Signature Date:

Authorised signature

I approve this user to be set-up on [name of setting]’s computer systems

Full name (printed)

Job title

Signature Date: